MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

Important MMRS User Training Event Information
March 8, 2018

Please be aware that LSO (MAGIC) is now the system of record for training registration.

To register for a class:

Users with a MAGIC ID: Go to Learning Solutions (LSO); access via the MAGIC Portal Login.
Users without a MAGIC ID will need to contact the Training Administrator/Coordinator of the <u>agency providing the training</u>.

Should you need assistance, contact us via email at MASH@dfa.ms.gov, or via the Call Center at 601-359-1343 and choose Option 3.

MMRS Legacy Course Catalog

Classes are <u>not</u> held for the following applications. Online reference materials are available by clicking on the links:

Title	Course Code	Description	Date	Time	Reference Materials
ACE	ACE	Access Channel for Employees	Not Provided	N/A	ACE
FMVIEW	N/A	FMVIEW Report and Print Management	Not Provided	N/A	FMVIEW
NEOGOV	N/A	N/A	Not Provided	N/A	NEOGOV - See Mississippi State Personnel Board for NEOGOV Training Documents
SPAHRS Navigation	N/A	SPAHRS Navigation	Not Provided	N/A	SPAHRS Navigation

See next page for available Training Events. Click on a link to view reference materials.

Title	Course Code	Description	Date	Time	Reference Material
Award/Contract Interface with MMRS Systems Applications	DFAAWARD	Advanced training for agency staff on how SPAHRS and the Award/Contract Interface interact with each other due to changes made for Stimulus and Transparency. This class will explain the system changes and show agency staff how to process affected transactions successfully.	N/A	N/A	Transparency 5051 Notice of Award Contract Web Interface
MERLIN	DFAMERLIN	Introduction to MERLIN.net lab	N/A	N/A	MERLIN Materials 4001 MERLIN.net Guide for New Users 4002 MERLIN.net Quick Reference Guide 4003 MERLIN.net SPAHRS Payroll and Travel Reports
	DFACOGNOS	Introduction to Impromptu	N/A	N/A	MERLIN/COGNOS 4101 MERLIN Impromptu Overview 4102 MERLIN Standard Reports 4103 MERLIN Building an AD Hoc Report 4104 MERLIN Creating Prompts 4105 MERLIN Creating Filters 4106 MERLIN Addendums

Last Updated: 02/22/2018

Title	Course Code	Description	Date	Time	Reference Materials
SPAHRS					
	DFAHR	SPAHRS Human Resources	Mon., 4/9/2018	1:00 p.m. – 4:30 p.m.	**Agency** 6204 Agency Maintain Sub Agency Use **Employment** 6211 Employment Hire an Employee 6214 Employment Employee Compensation 6215 Employment Transfers and Separations **Position** 6242 Position Modify Position **WINS** 6284-Establish/Maintain WIN Without a Contract 6285-Hire Within WIN without a Contract 6288-Change Compensation of Worker within WIN 6289-Separate Worker Within WIN
	DFACW	SPAHRS Manage Contracts	Tues., 4/10/2018	8:30 a.m. – 12:00 noon	**Manage Contracts** 6221 Manage Contracts Set Up Contract 6222 Manage Contracts Maintain Contracts **WINS** 6282-Hire Contract Worker in a WIN
	DFATR	SPAHRS Travel	Tues., 4/10/2018	1:00 p.m. – 4:30 p.m.	**Travel** 6331 SPAHRS Travel Browses and Reports 6332 SPAHRS Travel Authorization 6333 SPAHRS Travel Account Distribution 6334 SPAHRS Travel Advance-PTE Request 6335 SPAHRS Travel Vouchers 6336 SPAHRS Travel Voucher Summary 6337 SPAHRS Travel Payroll Processing 6338 SPAHRS Travel Voucher Adjustment
	DFAPR	SPAHRS Payroll A to Z (2-day class)	Wed.-Thurs, 4/11-12/2018	9:00 a.m. – 4:30 p.m. daily	**Employment** 6218 SPAHRS Maintain Employee Payroll Information **Payroll** 6301 SPAHRS PR Calculate Pay 6302 SPAHRS PR GEN SAAS Account Distribution 6303 SPAHRS PR Remit Taxes and Deductions 6304 SPAHRS PR Distribute Pay 6307 SPAHRS PR Adjust Pay **Report Time** 6322 SPAHRS PR Report Time Schedules 6323 SPAHRS PR Report Time Leave 6324 SPAHRS PR Report Time Entry 6327 SPAHRS PR Report Time, Reports, Uploads and Downloads 6328 SPAHRS PR Report Time – Work Cycles

| | DFAHCM110 | SPAHRS to MAGIC HR Integration (1¼ day class) | Tues.,3/20/2018
Wed., 3/21/2018
Tues., 5/8/2018
Wed., 5/9/2018 | 8:30 a.m. – 4:30 p.m.
8:30 a.m. – 10:30 a.m.
8:30 a.m. – 4:30 p.m.
8:30 a.m. – 10:30 a.m. | HCM110 SPAHRS to MAGIC HR Integration |
| | HCM/LSO | LSO Training Coordinator Overview | Wed., 3/21/2018
Wed., 5/9/2018 | 10:30 a.m. – 12:30 p.m.
10:30 a.m. – 12:30 p.m. | LSO Training Materials
8202- LSO Training Coordinator |

MMRS Call Center: 601-359-1343 - Option 3   **E-Mail:** MASH@dfa.ms.gov